

**CITY OF BONNEY LAKE
REQUEST FOR PROPOSAL
FOR
URBAN TREE CANOPY ASSESSMENT STUDY**

- 1. PURPOSE OF REQUEST.** The City of Bonney Lake, which is located 20 minutes east of Tacoma, has experienced staggering growth in the last ten years. In response to this growth and associated impact on the environment, the City Council initiated a Community Forestry Program in 2005—which includes a City-employed arborist. The City has since developed a Street Tree Management Plan, a Community Forestry Program Plan, and established the supportive City ordinance. As the City looks to expand its overall Forestry Program, the City will contract for its first ever urban tree canopy (UTC) assessment study as an important part of this overall effort. The UTC study will help the City realize the following goals and objectives:

GOAL #1

Ensure net tree canopy is not lost due to ongoing and anticipated development within City Limits and potential annexation areas. This goal is consistent with the City's Community Forestry Program Plan goal to "minimize loss of forest canopy cover on city-owned public lands" and "provide an example [to the public] through the highest standard of care and management for all publicly-owned trees.

Objective #1

Establish canopy baseline percentage through a UTC assessment study.

GOAL #2

Enhance impervious surface modeling and analysis to support ongoing implementation of Phase II municipal stormwater National Pollutant Discharge Elimination System (NPDES) permits.

Objective #2

Utilize GIS layers generated from UTC assessment to overlay onto existing stormwater GIS data to improve overall management of city stormwater runoff.

GOAL #3

Update Community Forestry Program recommendations and priorities to manage and respond to ongoing and future development.

Objective #3

City arborist to update City Street Tree Plan and provide recommendations to Mayor, City Council, Park Board and/or Planning Commission.

GOAL #4

Maintain and enhance our Tree City USA designation by actively pursuing data and information to improve planning and decision making that ultimately supports the City's livability and scenic beauty.

Objective #4

Develop and distribute marketing tools generated from the canopy assessment for community service groups and private investors that in turn are instrumental in assisting the City implement its Community Forestry Program goals and strategies.

2. INSTRUCTIONS TO PROPOSERS

2.1 All proposals should be sent to:

City of Bonney Lake
Attn: Brian Hartsell, Executive Assistant
P.O. Box 7380
19306 Bonney Lake Blvd. E.
Bonney Lake, WA 98391

- 2.2 Proposers are responsible for assuring delivery. For more information, contact Brian Hartsell, Executive Assistant, at hartsellb@ci.bonney-lake.wa.us or 253-447-3102. Answers to questions may be shared with other consultants participating in the RFP process.
- 2.3 One reproducible copy of the proposal may be mailed or delivered to the address above, or sent by email with the proposal attached as a PDF file. Proposers are responsible for assuring delivery.
- 2.4 Proposals must be received by the City no later than ***Thursday, September 9, 2010 at 4:00 p.m.***

3. PROPOSAL TERMS AND CONDITIONS

- 3.1 The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- 3.2 The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- 3.3 The City reserves the right to award any contract to the individual or firm who, in the City's sole discretion, would best serve the interests of the City.
- 3.4 The contract resulting from acceptance of a proposal by the City shall reflect the specifications in this RFP document. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in the RFP.
- 3.5 The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
- 3.6 ***Insurance.*** This section applies to any consultants who require a presence in the City of Bonney Lake to perform work as part of their proposal. The Consultant shall procure and maintain for the duration of the Agreement,

insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant shall obtain insurance of the types and limits described below:

- 3.6.1 Automobile Liability insurance covering all-owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- 3.6.2 Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant/Contractor's Commercial General Liability insurance policy with respect to the work performed for the City. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- 3.6.3 Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. SCOPE OF SERVICES. In the event of an award, all services relating to this proposal must be completed, delivered, and invoiced to the City of Bonney Lake no later than March 1, 2011. Tasks shall include:

- 4.1 ***Land Cover Mapping.*** The consultant shall create, or enhance/update existing, geospatial datasets including but not limited to areas of tree canopy, grass, shrubs, open space, water, stormwater features and impervious surfaces. The City will work with the consultant to provide any existing datasets that fall within these categories, or other datasets that will enhance the overall assessment study.
- 4.2 ***Tree Canopy Assessment.*** The consultant shall provide:
 - 4.2.1 GIS-based maps and data of assessment.
 - 4.2.2 GIS-based analysis of the City's existing and potential tree canopy in a readily reproducible format such as PDF. Analysis will include summary statistics and percentage of total area including for classifications described in Section 4.1.
 - 4.2.3 An overview and summary report of deliverable at Section 4.2.2 using internet compatible and/or presentation software that the City can utilize or duplicate for public distribution.
- 4.3 ***Data Requirements.***
 - 4.3.1 All imagery shall be Pierce County Washington's 2008 .5 ft cell size. The County's data must be ordered by the consultant from the County. This ordering process includes signing an agreement with the County to remove any data from the consultant's systems upon completion of the project with the City.

- 4.3.2 Consultants shall include descriptions of any GIS data deliverables to include layer names, fields, codes, etc.
- 4.3.3 Spatial data created by consultants for City of Bonney Lake via any contract should be delivered as ESRI shapefiles. The data should be developed in (or projected to) NAD 1983 HARN, StatePlane Washington South, FIPS 4602, US Survey Feet. The horizontal accuracy should be within +/- 2.5 ft. These datasets should be delivered complete with projection files, accessory tables relatable by a fixed unique identifier to the spatial data, and metadata using Federal Geographic Data Committee (FGDC) specifications.
- 4.3.4 The City of Bonney Lake retains ownership of the data layers produced and controls any future dissemination or reuse of this data.

5. PROPOSAL CONTENTS. All proposals must include the following information:

- 5.1 ***Primary consultant contact information.***
- 5.2 ***Certification Regarding Debarment.*** Consultant must certify prior to entering into any agreement with the City that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency. Further, consultant must certify that they have not within a three-year period prior to entering into any agreement with the partnership been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice.
- 5.3 ***Services and Pricing.*** Pricing, including sales tax, for services listed in Section 4, Scope of Services, for each of the below scenarios. A map and associated square miles is provided at Attachment 1.
 - 5.3.1 City of Bonney Lake only.
 - 5.3.2 City of Bonney Lake plus Sub-Area 1
 - 5.3.3 City of Bonney Lake plus Sub-Area 1 & 2
 - 5.3.4 City of Bonney Lake plus Sub-Area 1, 2, & 3
 - 5.3.5 Cost of adding Urban Growth Areas and other Potential Areas to any of the previous four scenarios.
- 5.4 The City will make available to any consultant preparing a response to this RFP shapefiles and metadata of the areas described in Section 5.3 and shown at Attachment 1 if needed to assist in pricing or other aspects of proposal preparation.
- 5.5 Please list other services and products not specified in Section 4 that are offered and included in the quoted price.
- 5.6 Pricing for offerings above those in Section 5.3 and 5.5 should be quoted separately.
- 5.7 ***Evidence of insurance.***

5.8 **References.** Provide 3 professional references, preferably from a government agency.

6. ATTACHMENT

Attachment 1—Potential Target Areas for UTC Assessment

Funding for this UTC Assessment has been provided in part by the USDA Forest Service and the Washington State Department of Natural Resources Urban and Community Forestry Programs.

The USDA is an equal opportunity provider and employer.



WASHINGTON STATE DEPARTMENT OF
Natural Resources